



USAID
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Recommended Bureau Environmental Officer Appointment Memorandum

An Additional Help for ADS Chapter 204

New Reference: 05/18/2006
Responsible Office: DDI
File Name: 204saa_051806

Recommended Bureau Environmental Officer Appointment Memorandum

Note: Use official USAID Letterhead

MEMORANDUM

TO: All name of bureau staff
Assistant General Counsel/name of bureau
Agency Environmental Coordinator

FROM: AA/ name of bureau, name

SUBJECT: Appointment of name of bureau Bureau Environmental Officer

Effective date, name is appointed as the name of bureau Bureau Environmental Officer (BEO), per Section 204.3.6 of USAID's Automated Directives System (ADS).

As of date, all documents prepared for the name of bureau Bureau BEO's signature under USAID's environmental compliance procedures, Title 22 of the Code of Federal Regulations, Part 216 (22 CFR 216), including Initial Environmental Examinations, Requests for Categorical Exclusions or Deferrals, Scoping Statements, Environmental Assessments and Environmental Impact Statements must be prepared for name's signature. As usual, all of the 22 CFR 216 environmental documentation from missions [*offices - when this appointment is for a pillar Bureau's BEO*] should be submitted first to the Regional Environmental Advisor (REA) for review and clearance [*Note: REA review and clearance is not required in pillar bureau BEO appointments or in cases where a particular region does not have an REA*]. The documentation will then be forwarded to the appropriate Mission Director for her/his concurrence. The Mission Director will then submit it to name of BEO for his/her decision. *Note: For pillar bureau BEO appointments, replace Mission Director with Deputy Assistant Administrator* Please remember that funds must not be authorized without the BEO's written approval of the appropriate 22 CFR 216 analysis and documents.

Effective implementation of USAID's 22 CFR 216 environmental procedures, and implementation of sound environmental practices and considerations within the Bureau is achieved through the combined efforts of the Regional Environmental Advisors, the Mission Environmental Officers, and the BEO, as well as Mission Directors, Office Directors, Strategic Objective Teams, CTOs, Activity Managers, Regional Legal Advisors and program management staff. *Note: For pillar bureaus, substitute similar officials appropriate to the bureau.* Wise use of taxpayer dollars, achieving optimal results in our programs and activities, and enhancing public confidence in our work depends on conducting effective environmental impact assessment in the design phase and carrying out the mitigative measures during the implementation phase. I personally support this work and ask that management and staff in the Bureau, both in Washington and the field, continue to give this responsibility the serious attention that it deserves.